

# Hints for Searching the NRDDG

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Unfortunately, bookmarks within MS Word do not translate into Adobe Acrobat. Protections on the NMCI Directors' web site also prevent the usual navigation between files in .pdf format. As a workaround, please use the following methods for navigation:

The Adobe Acrobat file NRDDG\_All.pdf consolidates all sections and appendices of the NRDDG (except for Appendix L, since EDS did not provide permissions). The consolidated .pdf file is embedded in the NRDDG\_All.zip file.

- Download the NRDDG\_All.zip file to the Desktop.
- Either extract the .pdf file to the Desktop or access the .pdf directly within the zip.

## Using Search

- On the top menu bar, select Edit → Search

A right "Search PDF" column displays.

- Enter the key words in the box labeled "What word or phrase would you like to search for?"
- Select the radio button "In the current PDF document"
- Select Whole words only, Case-Sensitive, Search in Bookmarks, or Search in Comments
- Click the Search button.

A scrollable "Results" list displays.

- Click the blue underlined link.

The document display in the left column navigates to the location of that word or phrase in the document.

## Using Bookmarks

- Click the "Bookmarks" tab on the left margin.

A left column displays, showing all subordinate .pdfs and headings.

- Click on one of the headings.

The document display in the right column navigates to that heading location in the document.

### **Using Hyperlinked Table of Contents, List of Figures, List of Tables**

- From the Bookmarks tab, you can see the first listing below each listed .pdf.
- Click on that first heading (e.g., Introduction).
- Scroll up from that page until you see the “Table of Contents.”

Each sectional Table of Contents, List of Figures, and List of Tables should hyperlink to the listed section if the .pdf is working properly.